

Town of Raymond Board of Selectmen ePacket June 21, 2016 Table of Contents

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Agenda



BOARD OF SELECTMEN Agenda

June 21, 2016

7:00pm - Regular Meeting

Broadcast Studio 423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

- 1) Call to order
- 2) Election of Chair, Vice Chair, and Parliamentarian Board of Selectmen
- 3) Minutes of previous meeting May 10, 2016
- 4) New Business
 - a) Request for Town Sponsorship of "Everybody ♥ Raymond Day" on August 6, 2016 Chairman Carrie Colby and Nick Hardy of the Raymond Revitalization Committee
 - b) Consideration of Changing Selectmen Meeting Time from 7:00pm to 6:30pm Selectman Sadak
 - c) Information How to deal with Board and Committee Vacancies Sue Look, Town Clerk
 - d) Consideration of Auditor Engagement Letter with Smith & Associates Board of Selectmen
 - e) Consideration of FY 2015-16 Budget Reserve Carry Forwards
 - Monies from Economic Development Appropriation under TIF Selectman Gifford
 - f) Tax Acquired Properties, Quit Claim Deeds Sue Carr, Tax Collector
 - g) Consideration of FY 2016-17 Fee Schedule Sue Look, Town Clerk
 - h) Consideration of FY 2016-17 Committee Appointments Sue Look, Town Clerk
 - i) Consideration of FY 2016-17 Staff Appointments Sue Look, Town Clerk
 - j) Consideration of Changing Summer Hours from "Memorial Day Weekend to Labor Day Weekend" to "Memorial Day Weekend to Weekend before July 4th" - Sue Look, Town Clerk
 - k) Consideration of New Electronic Town Office Sign, Balance from Contingency Sue Look, Town Clerk
- 5) Public Comment
- 6) Selectman Comment
- 7) Town Manager's Report and Communications
 - a) Confirm Dates for Upcoming Regular Meetings
 - b) Reminder of Upcoming Holiday Schedule
- 8) Treasurer's Warrant June 21, 2016
- 9) Adjournment

Selectman's Meeting Agenda (Page 1 of 1) June 21, 2016

Summary



BOARD OF SELECTMEN Agenda Summary

June 21, 2016

7:00pm - Regular Meeting

Broadcast Studio 423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

- 1) Call to order
- 2) Election of Chair. Vice Chair, and Parliamentarian Board of Selectmen
 - a) Determination of Representatives on Committees/Boards Included in the ePacket is a list of committees/boards that have had either a Selectman or another individual appointed as their representative. Staff action requested to make FY 2016-2017 appointments.
- 3) Minutes of previous meeting May 10, 2016
- 4) New Business
 - a) Request for Town Sponsorship of "Everybody ♥ Raymond Day" on August 6, 2016 Chairman Carrie Colby and Nick Hardy of the Raymond Revitalization Committee
 - b) Consideration of Changing Selectmen Meeting Time from 7:00pm to 6:30pm Selectman Sadak
 - BOS Information Request How to deal with Board and Committee Vacancies Sue Look, Town Clerk

Included in the ePacket is a memo outlining what State Statute and Municipal Ordinance have to say on the issue of filling vacancies on boards and committees.

d) Consideration of Auditor Engagement Letter with Smith & Associates – Board of Selectmen

We have received the engagement letter from Smith & Associates to audit FY 2015-2016 beginning the first week in September 2016. This is the final year of the 3-year contract with Smith & Associates.

- e) Consideration of FY 2015-16 Budget Reserve Carry Forwards
 - Monies from Economic Development Appropriation under TIF Selectman Gifford
- f) Tax Acquired Properties, Quit Claim Deeds Sue Carr, Tax Collector
 Details for Tax Acquired Properties to potentially go up for auction, as well as Quit Claim
 Deeds for owners who have paid their taxes in full are in the ePacket.
- g) Consideration of FY 2016-17 Fee Schedule Sue Look, Town Clerk Included in the ePacket is the Fee Schedule as proposed for FY 2016-2017 for Selectman approval.

Selectman's Meeting Agenda Summary (Page 1 of 2) June 21, 2016

- Consideration of FY 2016-17 Committee Appointments Sue Look, Town Clerk Included in the ePacket is the annual appointment of committee members for Selectman approval.
- i) Consideration of FY 2016-17 Staff Appointments Sue Look, Town Clerk Included in the ePacket is the annual appointments of staff members for Selectman approval.
- j) Consideration of Changing Summer Hours from "Memorial Day Weekend to Labor Day Weekend" to "Memorial Day Weekend to Weekend before July 4th" - Sue Look, Town Clerk

Included in the ePacket please find the number of people served in 2015 on Tuesdays after 4pm and on Saturdays, and a summary of full-time office hours for municipalities in Androscoggin, Cumberland, and Oxford Counties sorted by population.

- k) Consideration of New Electronic Town Office Sign, Balance from Contingency Sue Look, Town Clerk Included in the ePacket please find the most suitable competitive proposal to replace our current sign with an electronic sign.
- 5) Public Comment
- 6) Selectman Comment
- 7) Town Manager's Report and Communications
 - a) Confirm Dates for Upcoming Regular Meetings
 - September 13, 2016
 - October 11, 2016
 - November 15, 2016 (November 8th is Election Day)
 - b) Reminder of Upcoming Holiday Schedule
 - Monday, July 4, 2016, in observance of Independence Day
 - Monday, September 5, 2016, in observance of Labor Day
- 8) Treasurer's Warrant June 21, 2016
- 9) Adjournment

Selectman's Meeting Agenda Summary (Page 2 of 2) June 21, 2016

Previous Meeting(s) Minutes



BOARD OF SELECTMEN Meeting Minutes

May 10, 2016

7:00pm - Regular Meeting

Broadcast Studio 423 Webbs Mills Road

Resolution: We, the Raymond Board of Selectmen, recognize our individual and collective responsibilities as leaders and representatives of our community. To this end, we pledge to conduct ourselves in a manner befitting these roles and duties. We pledge and encourage others to "Be the Influence" and to recognize that decisions matter.

<u>Selectmen in attendance</u>: Mike Reynolds, Joe Bruno, Teresa Sadak, Lawrence Taylor, and Samuel Gifford

Selectmen absent:

Town Staff in attendance:

Don Willard – Town Manager Nathan White – Public Works Director Sue Look – Town Clerk

1) Called to order at 7:00pm by Selectman Reynolds.

2) Minutes of previous meeting

a) April 5, 2016

Motion to approve as presented the April 5, 2016, minutes by Selectman Sadak. Seconded by Selectman Bruno.

4 - 0 - 1 (abstained) Motion approved.

3) New Business

a) Raymond Focus Group Final Report - Frank O'Hara, Planning Decisions Inc (PDI)

In January, 2016 PDI. completed a report for the Town of Raymond investigating the potential of establishing a manufacturing incubator in a former industrial manufacturing facility located on Route 302 in the Town's commercial corridor. The report found that a manufacturing incubator was an unpromising use and instead recommended that the Town refocus its efforts on the broader picture of what Raymond must do to be economically competitive over the next 10 to 20 years. The report provides the first step toward a broader economic development plan by looking deeper into the business and economic environment in Raymond. This report is designed to identify Raymond's strengths, weaknesses, opportunities, and threats with regard to growing existing businesses, attracting new businesses, and increasing the non-residential tax base. Several businesses operating in

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Raymond expect to grow in the near future. PDI also sought to better understand the nature of this growth so that the Town can identify investments and activities that might support these businesses.

In 2015, PDI did 2 studies for Raymond. The first found a business incubator impractical.

The following table shows a key reason why:

	2002	2007	2012
Raymond	267	262	197
Change from 2002		-2%	-26%
Portland Metro	23,882	23,389	19,715
Change from 2002		-2%	-17%
Cumberland	10,707	10,259	8,727
Change from 2002		-4%	-18%
Maine	67,864	60,586	52,803
Change from 2002		-11%	-22%

The second was focus groups on strengths, weaknesses, opportunities for Raymond. Some findings:

Strengths	Weaknesses				
	"Pass through" town – no destinations				
Sebago Lake (and town beach) Distance from highway, airport					
Committed business community	Seasonal retail market				
Good town credit rating	Undistinguished Route 1 (where does				
Tradition of good schools	Raymond begin and end?)				
-	Slow, unreliable internet				

Four recommendation areas resulted:

- (1) Make a destination for new businesses and residents
- (2) Build on existing assets
- (3) Improve regulations
- (4) Improve economic development services

Put another way – Raymond's most promising direction is to attract and help self-employed and "telecommuters" through a "Quality of Place" type of strategy. *Issue: Not happening now: from 2009-2014, Raymond workers who work in Raymond down in half, from 294 to 146. Self-employed and family business owners/workers down from 408 to 356.*

Highlights of recommendations that address such a strategy:

- a. Strengthen broadband connections in Raymond through the regional program turn problem into an asset
- b. Improve Route 302 it is Raymond's "face to the world," its "brand"
 - i. Create gateways on each side, a distinctive design then within let people know they are in Raymond, and it's a special place
 - ii. Expand offerings: fitness center, restaurants, crafts and specialty retail
 - iii. Link to Tassel Top Park Beach and neighborhoods through clear and easy-tonavigate trails and roads
- c. Promote entrepreneurial, small business, and computer competency through the schools, ordinance revision, and promotional activities

Chairman Reynolds – We are a bedroom community and that is a challenge. There has been the suggestion that we loosen up some of the design ordinances.

Mr O'Hara - There is a lot of telecommuting from Maine. It is not the same as traditional

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economic development. The telecommuters need the right infrastructure.

Chairman Reynolds – We do not have much influence regarding the broadband or cell service. We will get this to the Revitalization Committee.

b) 2016 RSU #14 Budget Validation Vote Notice of Election – Mike Duffy, Business Operations, Risk and Safety Manager

The Notice of Election for the 2016 RSU #14 Budget Validation Vote on June 14th has been approved and signed by the RSU #14 Board of Directors. It now requires the signatures of the majority of the Raymond Board of Selectmen. Mr Duffy will be present for any questions.

Motion to approve the RSU #14 Budget Validation Vote Notice of Election for the 2 questions – approval or defeat of the budget and the vote to continue or not the practice of the Budget Validation by Selectman Sadak. Seconded by Selectman Bruno. **Unanimously approved.**

c) Panther Pond Association - Research Buoy - Peggy Jensen, President

Panther Pond Association, continuing a research collaboration with Professor Holly Ewing, Bates College, will launch a research monitoring buoy in Panther Pond for the 2016 summer season.

President Jensen – Thank you for allowing me to come and share some information with you.

We have just launched a red research monitoring buoy which is logging data at various depth the water temperature and light penetration every 10 minutes. We built this ourselves with a kit. We will have a team, including Professor Ewing from Bates College, who will pull this cable up to download the data. The data can then be charted and analyzed. We have a permit by the Department of Conservation. The deepest point in Panther Pond is 70' and we tried to get the buoy as close to this depth as possible. We are concerned about dissolved oxygen which can cause a kill off of fish.

There is a population in Panther Pond of a blue-green algae called Gloeotrichia (Glue - O - Trick - ia). Gloeotrichia (or Gloeo, for short) is a species of blue-green algae. Unlike many algae species, Gloeo grows primarily on the bottom sediments of lakes. It uses the phosphorus on the bottom of the lake to grow and then floats into the water column, where it can re-release the phosphorus, leading to worse algal blooms.

Selectman Gifford - Does this algae eat the oxygen?

President Jensen – No. It has to do with the decaying cycle. The algae looks like a green dot. It is one of the very few algae that you can see without magnification. Professor Ewing has been studying Gloeo with a consortium for some time and for quite a while Panther Pond had the distinction of have the sample with the highest concentration of gloeo. In sufficient density it can be toxic to people. It requires sunlight (which we can not control – in the past few years we have had late ice on and early ice off which increases the time of sun exposure), nitrogen (which it takes from the air), and phosphorus. As you know we have worked very hard to keep phosphorus out of the water for all of our lakes and ponds. When the oxygen in the water is depleted, the phosphorus in the sediment is released and goes

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into the water column. This begins a cycle of more gloeo, more decay, etc. that is hard to get out of. We are facilitating the data gathering for the Bates College Study.

d) Restoration of Town Banner Site on Route #302 - Nathan White, Public Works Director

Poles and support cables for a banner were erected over Rt. 302 to honor Kirsten Clark, skier, participating in the 2002 Olympic Winter Games. The banner was re-lettered when Ms Clark participated in the 2006 Olympic Winter Games. Later in 2006 the banner was hit by a passing tractor trailer truck and 1 of the poles was broken. The banner was salvaged and given to Ms Clark in 2007 along with a key to Raymond when she retired from skiing. The broken pole has not been replaced and the remaining pole is not tall enough to meet Maine Department of Transportation height requirements. It has been requested that the Selectmen consider replacing the poles and hardware to promote future Raymond events and to honor local citizens like Ms Clark.

Public Works Director White – Total would be about \$10,000 to replace poles and hang a poll. There would be MEDOT permits required.

Town Manager Willard – the remaining pole is too short and that is why the previous banner was hit.

Selectman Gifford - What is the timeline?

Selectman Bruno - Is there any concern of safety?

Public Works Director White – MEDOT is concerned with safety, they will not say no, but they do not recommend it. It would come back to the Town for liability.

Selectman Sadak – What if we did something more like the Welcome to Raymond sign? I am worried about who has to maintain something like this and which events are advertised.

Public Works Director White – If this goes forward we would need a committee to determine what goes up, who does it, etc. The Welcome to Raymond is in the right-of-way and is on someone else's property.

Selectman Taylor – I think we should do something to let people know about the events and the people who have made Raymond proud. We could come up with better ideas.

Chairman Reynolds – The banners that Gray has is closer than 50' to the road. You can see that from both directions.

Public Works Director White – When they did that the Town owned the property.

Chairman Reynolds – We could have a site at the Public Safety building. It would be easily changeable and the building always has someone there.

Selectman Bruno – In 2010 we passed a sign ordinance that has specific rules. We would need to look at the sign ordinance.

Chairman Reynolds – We would like a report back with some ideas.

e) Tax Acquired Properties – Sue Carr, Tax Collector

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 9 properties that had been tax acquired (foreclosed upon, but not taken possession of) have now had the taxes paid. There are copies of the quit claim deeds in the ePacket.

Vall Enterprises Inc located at Tenny Hill Estate owed a total of \$5,837.58 in taxes on 9 lots of land and have now paid in full. The map-lots are:

018-018-C00-011 018-018-C00-012 018-018-C00-013 018-018-C00-014 018-018-C00-015 018-018-C00-016 018-018-C00-017 018-018-C00-018 018-018-C00-019

Motion to grant quit claim deeds for Vall Enterprises Inc for the above listed properties by Chairman Reynolds. Seconded by Selectman Taylor. **Unanimously approved.**

• 10 properties have been tax acquired (foreclosed upon, but not taken possession of) and are awaiting direction from the Selectmen for disposition.

Name	Map-Lot	Acct	Address	Use	Size	Value	Owes	After Agenda
Chapman, William & Holly	018-027-A	C5025R	Tenny Hill	Land	7.97 ac	\$49,300	\$1,725.51	Found Bank
Charrette, David & Mary	052-020- J31	C9311R	20 County Rd					Paid
Conley, Robert & Donna	015-079	C1580R	8 Craggy Knoll Rd	Home	43,560 sq ft	\$123,000	\$9,121.90	Found Bank
Cunningham, Richard	010-124	C2370R	367 Webbs Mills Rd	Home	4.4 ac	\$153,800	\$3,917.87	Found Bank
Hugo, Mike	060-007 060-017 060-006	D0360R D0361R D6004R	124 Deep Cove Rd	Land Home Land				Bankruptcy
Lewis, James & Daniel	021-002	L0880R	Notched Pond Rd	Land	19,602 sq ft	\$22,300	\$1,241.21	
Libby, Scott	041-035	S0610R	54 Boulder Rd	Land	6,534 sq ft	\$123,800	\$4,691.51	
Square J Properties	053-032	S0006R	Harmon Rd	Land	1.3 ac	\$39,100	\$2,005.84	
Steimlask, Cassie	008-106-B	G9270R	Nichols Dr	Land	7.56 ac	\$50,600	\$1,771.00	
Thompson, David	016-002-A	T0397R	9 Peppercorn Way	Home	2.1 ac	\$74,200	\$1,492.22	Payment Plan

Tax Collector Carr:

- The Chapman property I found that their home is now bank owned and I have contacted the bank to see if this piece of land has also been foreclosed upon.
- The Conley property They have a payment plan, however they have not paid in
 quite some time. Mrs Conley did give me the name of their bank and I will send
 the bank a letter to see if they will pay the back taxes.
- The Cunningham property I just found out that this is bank owned and I sent the bank the amount of back taxes owed.
- Mike Hugo He has been on this list before. He had filed bankruptcy, bankruptcy had closed, I informed the IRS of the taxes due, and then he filed for

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bankruptcy again.

- Lewis, Libby & Square J I would like to put up for bid.
- The Steimlask property The owner has discussed her valuation with our Assessor's Agent. Any change in valuation would not affect back taxes owed. The owner has said that they are willing to enter into a payment plan. I will send her the lawyer statement which gives her 10 days to contact me.
- The Thompson property The owner has made a payment plan.

Chairman Reynolds -2 of the properties have already been sent to the Conservation Commission for consideration and they were not interested in them. This leave 2 new properties to send to the Conservation Commission before they are put out to bid. Is this correct?

Tax Collector Carr – There are 3 properties – Lewis, Libby & Square J to be put out to bid. Possibly the Steimlask property would be included as well. Also, the Chapman property if the bank does not own it.

Motion to send the 3 new properties to the Conservation Commission (Libby, Chapman & Steimlask) for consideration by Selectman Bruno. Seconded by Selectman Gifford. **Unanimously approved.**

f) Supplemental Taxes and Tree Growth Penalties - Curt Lebel, Assessing Agent

David Baker of Keystone Investment group has asked for voluntary removal of his parcel from tree growth classification. The amount of penalty (\$13,060) has been calculated and provided to Mr Baker. He has, in turn, provided a letter requesting removal.

Motion to approve removing this property from Tree Growth by Selectman Bruno. Seconded by Selectman Gifford. **Unanimously approved.**

g) Town Office Renovations - Back Office - Sue Look, Town Clerk

Now that the Front Office space in the Town Office has been reconfigured and is more functional, staff would like to consider improvement to the Back Office space. In meeting with the staff members it quickly became apparent that more than "paint & paper" is needed.

Town Clerk Look – About a month ago Town Manager Willard asked that I give some thought to the back office. The fact that carpet needs to be replaced and the walls need painted are obvious. Less obvious is the functionality of the space. There are simple things like when customers come from the Front Office to the Back Mary can not see them. She has no way of knowing if it is a staff member or a customer who is heading for Chris' office. We do not have the level of security on our files that we should have due to customers being accustomed to helping themselves to the property card files and the deeds. We would like to have the files behind Mary & Kaela so the public can still access them, but not "self-serve". Don does not have the privacy that he needs due to the thin walls and doors (which is the circumstance that initiated looking into renovations).

Town Manager Willard - And we thought that since she did such a good job with the front

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office that we will just have her do the back office and it will be quite simple, but as she indicated it is not so simple as we began to talk about it. The question becomes should we try to do something with the available funds, or should we plan something for our present and future needs? We are looking for some guidance. There are some things we could do to make it a little bit better, but we are looking at a 40 year old modular building.

Selectman Sadak – I worry about the people who are waiting to see Chris who can hear everything that is going on in the back offices. To me this is an issue because people want to be able to ask questions without others overhearing them.

Town Manager Willard – There is no way to know what is coming next. There is no gatekeeping, there is no control. Walk-ins are truly welcome and people expect that when they walk in they will be taken care of, and we do, but it is very dis-jointed.

Selectman Bruno – So you don't keep that door shut that goes from the Front to the Back?

Town Clerk Look – We only keep that shut if there is no one in the Back.

Selectman Bruno – So anyone can just walk in and walk into Don's office. Why are they not stopped?

Town Clerk Look – The office is not set up that way. People can get to Don's office before either Mary or Kaela can get to them.

Selectman Bruno - But you could close that door and put a sign on it to ask for assistance.

Selectman Sadak – People just zoom through there. They know where they want to go because they have done it so many times. I have been there when someone has simply opened the door and gone out back.

Selectman Bruno - You need a sign up there.

Town Clerk Look – If we were to do that, then people would have to wait longer (and maybe that is not a big deal), but it would be more on our staff's time to determine what people needed and to direct people while trying to sell licenses, take tax payments, register vehicles, etc.

Selectman Bruno – Here is my concern. You are bringing in an architect.

Town Manager Willard – Not necessarily. That is 1 approach.

Selectman Bruno – And right there you have just increased the money needed to spend by a lot because they design stuff not to be practical but to look nice. You are starting to look at a very large project.

Town Manager Willard – That is why we are here, to get some guidance. Should we proceed as we discussed using money from contingency to make a few improvements or should we take a deeper look at this and use someone with experience with municipal design to help us? Last time we used a draftsman I believe.

Town Clerk Look – Last time around we had a wide open space to work with. We came up with a design collaboratively and we had an engineer draw out our design.

Selectman Bruno - At some point you will need to rip that whole place apart to do what you

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want to do. If you are going to control flow to the back you are going to need to rip it all apart.

Town Clerk Look – The basic idea is to have Mary and Kaela to be that front face to the Back Office. So when people go out back they will get to a small area where they could see the maps, they would have a PC with signage and instructions so they could access property information and deeds in a controlled setting, and then go to a counter with either Mary or Kaela and have them be the gatekeepers for Don, Chris and Curt. I think we could design something ourselves if we had more space.

Selectman Bruno – One way or another you are going to bring in someone who can tell if walls can come down, etc.

Town Clerk Look – Correct. We will need an architect or an engineer to go over our plans and make the correct drawings.

Selectman Taylor – If you are going to make it sound proof you will need to do something with every wall.

Town Clerk Look – That is why in the designs we have discussed we have put Don's office in a new section so the walls around him could be sound proofed.

Chairman Reynolds – Hey Nate, when I walk on that floor it is echo-ie.

Public Works Director White - That's because there is nothing under it.

Chairman Reynolds - There is basement under it.

Public Works Director White – That building is a mirror image of this building. It is an old modular and is cheaply built. I believe it has 2 X 12" floor trusses. It echoes due to our pulling the insulation out 10 or 15 years ago due to rodent infestation, mold, etc. The subfloor is starting to give out by the back door.

Selectman Taylor – What do you think the life expectancy of a building like that is?

Public Works Director White – It is stick built. It is 2 X 4" construction and the roof is all trussed. The box itself is probably fine. It is sitting on a full foundation.

Selectman Bruno – If I remember correctly Oxford built these things.

Public Works Director - Yes.

Selectman Taylor – But the floors are spongy.

Public Works Director White – It is probably delaminated plywood or particle board and is weak from getting wet as people come in the door. These buildings weren't built for commercial use. These were designed to be used for 10 or 15 years.

Selectman Bruno – I thought they had like a 30 year life.

Public Works Director - It could be 30.

Selectman Taylor – That is my point, it is now 40.

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Town Manager Willard – The best modular would have a 20 year design life (and I am not sure Raymond bought the best). This one has lived twice the expected life of a modular.

Selectman Bruno – They are not 40. We bought them in the mid 1980's and they were newly built at the time.

Public Works Director White – The Town Office one was moved from here in 1992 or 1993, and these were bought before the new school was built in the mid to late 1980's.

Chairman Reynolds – One of the reasons we have not done too much with the Town Office is that we have been waiting to see what would happen next door. I don't think we have any idea what is going to happen next door. If you are talking about a 20' X 20' expansion plus all the materials, pulling out the existing walls, replacing all the decking, it would not change the insulation value, but we replaced the windows, insulated up above, new roof.

Selectman Bruno – I was going just rip the whole thing down and start over again, but you have already invested all that money in windows, roof, etc.

Public Works Director White – The biggest chunk of the money has been in the old part of the building. The money spent on the newer part has been minimal in the scheme of things. It has basically been maintenance to replace the roof and insulate. We are limited in the expansion we can do to the building. We talked about moving the Broadcast Studio down to the Town Office, but there is not room to meet the setbacks. We are looking for guidance.

Selectman Bruno – I am in favor of tearing down and starting fresh, but what would you do with the employees in the mean time?

Public Works Director White – There is room to add on. You would probably spend more money adding on to what is there than to tear the whole thing down and starting again.

Chairman Reynolds – Isn't the computer room under that section?

Public Works Director White - It is under Kaela's office.

Chairman Reynolds – So Kevin is watching this at home panicking...

Public Works Director White – He is probably stroking out right now.

Chairman Reynolds – So we could find space for a temporary Town Hall somewhere as opposed to living in a construction site forever. The point is we do not know if we will ever go here. If you build a 2 story, which is one of the things Sue talked about, you would need an elevator which is a major expense, so it would be much better if we could go flat.

Town Clerk Look – One of the difficulties with expanding the current Town Office is staying within setbacks. We can not go back too far.

Public Works Director White – You could go towards the road. We would need to talk with Chris Hanson CEO to find out for sure.

Selectman Bruno – I am talking about from where it attaches to the old Town Office. Rip that out and start over.

Chairman Reynolds – So, we go down to Hancock Lumber, and we say "design us a structure with 2 bathrooms, to our specifications, because they have a design team and we

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buy our materials from them and we start over. And we give Sue and the team X amount of money to get something ready for budget season next year with a good plan that is brought to Town Meeting June of 2017. In the mean time we keep our eyes open to see if anything is going to happen here. The gatekeeper thing is the part that bothers me the most. Anywhere else I need to ask to see who I am looking for.

Selectman Sadak – We already know that the Library is having problems with their building, should we include the Library in a redesign? I see the Library space issues coming soon to be addressed.

All other Selectmen said a collective, "No."

Public Works Director White – Their building is bigger than the space we have to expand.

Selectman Bruno – I am not saying expand anything. I am saying tear down what we have and design it better.

Motion to approve up to \$10,000 out of Contingency to start this investigation, but encourage that you do not have to spend it by Chairman Reynolds. Seconded by Selectman Gifford.

Selectman Taylor – Does everyone who needs an office have an office now?

Town Clerk Look – Assessor's Agent Lebel shares his office with Mary. Kaela is the one supporting Curt.

Selectman Taylor – It seems that there is plenty of room.

Selectman Bruno – The current offices are too big. With spending \$10,000 shouldn't we go out to bid?

Public Works Director White – I think a call to Hancock Lumber should be next. If I remember right, if you buy the building materials they reimburse all the design and their design charges are minimal. I don't see spending \$10,000 on research on this at all. I wouldn't go any further until we do a bit more work on our end. We should go out to bid, but we do need a plan to bid on.

Selectman Bruno – I think we are jumping the gun here.

Chairman Reynolds – You may find someone in Town who would donate their services as an architect or engineer. If money is needed it can be brought to the June 21, 2016, meeting.

Motion and second withdrawn.

4) Public Comment

Jessica Fay – Bill Bridges & Mike Meyers do that sort of work.

5) Selectman Comment

Selectman Taylor – I would like to make a note that this is your last meeting and I appreciate all of your help to me as an individual. I have looked up to you for many years and I appreciate all

Selectman's Meeting Minutes (Page 10 of 12) May 10, 2016

the time you have given to the community as well. I just wanted to thank you because you have been a big part of the past 12 years. Wow, you're gettin' old. ☺

Selectman Sadak – I have to second Lonnie. Thank you, Mike. You have been really patient and you put up with a lot. And you have the patience to walk me through things. I call Mike all the time and say, "OK, I just need to see a different perspective here." And the worst thing about Mike is that he won't give you an answer, he makes you think it through and come up with your own answer. Thank you for making me think things through.

Selectman Bruno – I will just remind you that this is not your last meeting, you do have Town Meeting. Thank you for your work, I know how hard this stuff is. There are times when you sit there and say, "I don't want to do this anymore." 12 years is a long time to do it. It is appreciated.

Selectman Gifford – Mike, I will thank you at Town Meeting then.

Chairman Reynolds – I was going to say something tonight because it is the last time I will have a microphone that I can control, at least for a while. I do want to thank all of the volunteers, the elected folks I have worked with, and especially staff for making Raymond what it is. As an elected official who volunteers I have put in a few hours, but we get to sit up here and hopefully make some decisions that are good directionally, but we don't actually execute. So the staff and the folks who work for us, those are the folks who get it done and I really appreciate all the hard work during my tenure. I am looking forward to not having some of those things to read and to figure out for a little bit. I do want to thank everyone who has been involved in the 12 years that I have been here. Thank you all as well.

6) Town Manager's Report and Communications

Thank you for my part. I have really enjoyed working with you for the 12 years, it doesn't seem like 12 years. You have been great to work with and have demonstrated a great commitment to the community. I speak on behalf of all the employees in thanking you for that, for everything you have done to make Raymond a better place. You are a very analytical guy and really put a lot of time into things and that is appreciated. I know it means a lot to you to be thorough and to be well educated on all the issues. Everyone appreciates that.

a) Confirm Dates for Upcoming Regular Meetings

- June 21, 2016
- September 13, 2016
- October 11, 2016

b) Reminder of Upcoming Election Schedule

- Wednesday, May 25, 2016, at 6:00pm RSU #14 Budget Vote at Windham High School
- Tuesday, June 7, 2016, at 6:30pm Annual Town Meeting
- Tuesday, June 14, 2016, from 7:00am to 8:00pm Primary & Municipal Elections
- Monday, May 23, 2016 tentative date for Candidate's Night

c) Reminder of Upcoming Holiday Schedule

Monday, May 30, 2016 – Memorial Day

7) Treasurer's Warrant - May 10, 2016

Selectman's Meeting Minutes (Page 11 of 12) May 10, 2016

Motion to approve Treasurer's Warrant dated May 10, 2016, for a total of \$297,588.93 by Selectman Taylor. Seconded by Selectman Sadak. **Unanimously approved.**

8) Executive Session

a) Executive Session pursuant to 1 MRSA § 405(6)(F): Consideration and Award of 2016 Town Scholarships

Motion to enter executive session at 8:31pm pursuant to 1 MRSA \S 405(6)(F) by Selectman Bruno. Seconded by Selectman Gifford.

Unanimously approved.

Motion to leave executive session at 8:40pm by Selectman Bruno. Seconded by Selectman Taylor.

Unanimously approved.

Motion to award \$1,000 to 10 of the applicants listed by Selectman Bruno. Seconded by Selectman Sadak.

Unanimously approved.

9) Adjournment

Motion to adjourn at 8:41pm by Selectman Bruno. Seconded by Selectman Taylor. **Unanimously approved.**

Respectfully submitted,	
Susan L Look Town Clerk	

Selectman's Meeting Minutes (Page 12 of 12) May 10, 2016

Board/Committee Representatives

June 17, 2016

TO Board of Selectmen

FROM Sue Look, Town Clerk

RE COMMITTEE/BOARD REPRESENTATIVES

The following committees/boards have had a Selectman or other individual assigned as their representative in the past:

- Beautification Committee (currently Mike Reynolds)
- Cemetery Committee (currently Lonnie Taylor)
- Technology Committee (currently Lonnie Taylor)
- Veteran's Memorial Park Committee (currently Lonnie Taylor)
- Raymond Recreation Board (currently Lonnie Taylor)
- Raymond Library Board of Trustees (currently Mike Reynolds)
- Greater Portland Council of Governments (GPCOG) (currently Mike Reynolds)
- GPCOG / Portland Area Comprehensive Transportation System (PACTS)
 (currently Sam Gifford)
- Mid Maine Waste Action Corporation (MMWAC) (currently Mark Gendron with Don Willard as alternate)
- Tassel Top Board of Directors (currently Teresa Sadak)

Everybody Loves Raymond Day

Board of Selectmen – Agenda Item Request Form – Public

401 Webbs Mills Road Raymond, Maine 04071 207-655-4742 fax 207-655-3024 sue.look@raymondmaine.org

Requested Meeting Date		Date:	June 21, 2016		Request Date:	June 10, 2016
Requested By:		Nick	Hardy			
Address:	224	Mead	ow Road, Raym	ond M	E 04071	
eMail:	nick	atli@	gmail.com			
Phone #:	655-	7735				
		<u>C</u>	Category of Bus	iness (please check one):	
☐ Information	Only		Public Hearing	9	Report	
X Other - Desc	cribe	requ	est that town s	ponsor	s community event	
Agenda Item Subject: Request that the town sponsors Everyone Loves Raymond Day Agenda Item Summary:					oves Raymond Day	
rigoriaa itom et			•		zation Committee is	0
				•	one Loves Raymond Just 6, 2016. The co	Day, scheduled this mmittee requests
			that the Town o	•	•	s the event. The day
			will include: * a parade of co	ommun	ity organizations an	d businesses
			-		Sheri Gagnon Memo	
			* a free, live per	rformar	nce from a jazz band	I
Action Requested: Approval to sponsor the 2016 Everyone Loves Raymond Day					s Raymond Day	
Attachments to Support Request: Everyone Loves Re		aymond	l Day flier			



Raymond Revitalization Committee Mission Statement

The mission of the Raymond Revitalization Committee is to develop and expand businesses and service opportunities for the Town of Raymond through the attraction of new business and industry and the retention of existing businesses by providing the resources that enable development and advance the general well being of the community.

Our objective is to promote the idea of Live, Work, Play and Stay through community and business participation.

The Committee meets the second Thursday of the month at the Raymond Donut Shop at 8:00 All Business Owners and Raymond Residents are encouraged to attend For more information please call Carrie Colby at 232-5497 or email cmcolby@maine.rr.com

Board & Committee Vacancies Information

June 16, 2016

TO Board of Selectmen
FROM Sue Look, Town Clerk

RE VACANCY IN MUNICIPAL OFFICE

Pursuant to 30-A MRSA §2602:

A vacancy in a municipal office may occur by the following means:

- Non-acceptance
- Resignation
- Death
- Removal from the municipality
- Permanent disability or incompetency
- Failure to qualify for the office within 10 days after written demand by the municipal officers (failure to be sworn in)
- Failure of the municipality to elect a person or office
- Recall pursuant to 30-A MRSA §2505

<u>Vacancy in the office of Selectman</u> – the Selectmen may call a town meeting to elect a qualified person to fill the vacancy. The use of the word "may" here gives the Selectmen permission to fill the position or not. It does not mean that they can use any other means (i.e.: appointment) to fill the position.

<u>Vacancy in the RSU Board of Directors</u> – The municipal officers of the municipality in which the director resided shall select an interim director for the municipality to serve until the next annual municipal election. The interim director shall serve until a successor is elected and qualified. The municipal officers shall provide at the next municipal election for the election of a director to fill the vacancy. (20-A MRSA §1474)

<u>Vacancy in any other office</u> – the Selectmen may appoint a qualified person to fill the vacancy. *Again, the use of the word "may"* here gives the Selectmen permission to fill the position or not.

From the Town of Raymond Miscellaneous Ordinances - Elected Official Recall & Appointment Ordinance:

- Section 9. <u>Filling Vacancies</u>: Pursuant to MRSA Title 30-A, §2602: after the results have been certified by the Board of Selectmen, the Clerk must prepare and call a special election within 30-45 days of that certification if there is not already a regularly scheduled election within 90 days of certification unless the conditions are met described under Section 10.
- Section 10. The Town of Raymond office of an elected official shall be deemed vacant under one or more of the following conditions:
 - A. Non-acceptance;
 - B. Resignation;
 - C. Death;
 - D. Removal from the municipality;
 - E. Permanent disability or incompetency;
 - F. Failure to qualify for the office within 10 days after written demand by the municipal officers; or
 - G. Failure of the municipality to elect a person to office.
- Section 11. If the Clerk believes one or more of the above criteria are met, the Clerk shall in writing inform the Board of Selectmen and notify the affected elected official (unless deceased). A vacancy shall be declared if the Board of Selectmen determines by a majority vote of the members present that one or more of the above criteria are met.
- Section 12. Following solicitation of interested candidates pursuant to MRSA §2625, vacancies in the office not withstanding any previous actions, except for vacancies in the school board and those as the result of a recall, shall be filled by the Board of Selectmen through appointment of a registered voter residing in the Town of Raymond and at least 18 years of age. The Board of Selectmen shall confirm the appointment by a majority vote of the Board members. The appointed official shall serve until the next regularly scheduled Town election and a successor is elected and sworn. Said successor shall serve the balance of the term.

Auditor Engagement Letter - Smith & Associates

Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Road Raymond, Maine 04071 207-655-4742 fax 207-655-3024 sue.look@raymondmaine.org

Requested Mee	eting [Date:	06/21/2016		Request Date:	06/08/2016		
Requested By:		Nano	cy L Yates					
Address:								
eMail:	nancy.yates@raymondmaine.org							
Phone #:	207-	655-4	1742 x 132					
		9	Category of Bus	siness ((please check one):			
☐ Information Only ☐ Public Hearing ☐ Report ☐ Action Item								
Other - Desc	cribe							
Agenda Item Su	ubject	: A	udit Firm Enga ด ู	gement				
Agenda Item Summary:		ry:	We have received the engagement letter from Smith & Associates to audit FY 2015-2016 beginning the first week in September 2016.					
This is the final year of the 3-year contract with Smith & Associates.						t with Smith &		
· ·	Action Requested/ Recommendation: Please sign engagement letter.							
Attachments to Support Request: Audit Engagement Letter								

Smith & Associates, CPAs

A Professional Association

500 US Route One, Suite 203 • Yarmouth, Maine 04096 Ph (207) 846-8881 • Fax (207) 846-8882 www.smithassociatescpa.com

June 6, 2016

TOWN OF RAYMOND

Attn: Mike Reynolds, Chairman of the Board of Selectmen

401 Webbs Mills Road Raymond, ME 04071

We are pleased to confirm our understanding of the services we are to provide Town of Raymond for the year ended June 30, 2016. We will audit the financial statements of the governmental activities, businesstype activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the financial statements of Town of Raymond as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Town of Raymond's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Raymond's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. Management has chosen not to include the following RSI as required by generally accepted accounting principles, and such items will not be subjected to limited procedures or audit:

Management's Discussion and Analysis

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Town of Raymond's financial statements. Our report will be addressed to Board of Selectmen, Town Manager and those charged with management of Town of Raymond. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors are limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Raymond's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the Town of Raymond in conformity with U.S. generally accepted accounting principles based on information in the trial balance and other relevant information that is provided by, is the responsibility of management. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibility.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them

Time Limitations

Because there are inherent difficulties in recalling or preserving information as the period after the engagement increases, you agree that notwithstanding the statute of limitations of the State of Maine, any claim based on this engagement must be commenced within 24 months after performance of our service, unless you have previously provided us with a written notice of a specific defect in our services that form the basis of a claim.

Loss Limitation and Indemnification

During the course of our engagement, we will request information and explanations from management regarding the company's operations, internal controls, future plan, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide certain representations in a written representation letter. The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or a fraud to go undetected by our procedures.

In view of the foregoing, you agree that we shall not be responsible for any misstatements in the company's financial statements that we may fail to detect as a result of false or misleading representations that are made to us by management.

Loss Limitation and Indemnification (Continued)

If we incur legal fees as a result of our reliance on any false representation by you, you agree to reimburse us for all our legal fees and related costs of defense.

There is the risk that potential errors and fraud can occur that can result in damages that may be several times the amount of our audit fees. In order to induce us to accept this engagement, you hereby agree that our liability for any negligence, errors, or omissions committed by us will be limited to five (5) times the amount of our audit fees, provided such negligence, errors, or omissions are not a result of our failure to perform the audit in accordance with professional standards, in all material respects.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Raymond's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. In addition, we anticipate they will help us through the timely preparation of analyses and schedules.

We expect to begin our audit at a mutually agreed upon time, and to issue our reports within a reasonable amount of time. Wayne C. Smith is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our audit fees will not exceed \$6,200. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc). We will do everything in our control to minimize the cost of these services.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees may be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report.

You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Raymond and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

SMITH & ASSOCIATES, CPAs

Smith & Associates

A Professional Association

Response: This letter correctly sets forth the understanding of the Town of Raymond.

By:

Chairman of Board of Selectmen

Date: June 6, 2016



CERTIFIED PUBLIC ACCOUNTANTS

608 Chestnut Street • Manchester, New Hampshire 03104 (603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

System Review Report

December 9, 2015

To the Directors of Smith & Associates, CPAs, A Professional Association. and the Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of Smith & Associates, CPAs, A Professional Association (the firm) in effect for the year ended June 30, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Smith & Associates, CPAs, A Professional Association in effect for the year ended June 30, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Smith & Associates, CPAs, A Professional Association has received a peer review rating of pass.

Vachon Clukay & Company PC

Tax Acquired Properties

Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Road Raymond, Maine 04071 207-655-4742 fax 207-655-3024 sue.look@raymondmaine.org

Requested Meeting Date		te: 6/	21/2016		Request Date	6/8/2016
Requested by:	S	ue Car	r - Tax Co	llector		
Address:						
e-mail:						
Phone #:						
		Cate	gory of Bu	usiness ((please check one):	
☐ Information C	Only	□Pul	olic Hearing	g	Report	✓ Action Item
Other - Desc	ribe:					
Agenda Item Si	ubject:	T.A.P)			
Agenda Item Si	ummary	: Fol	low up to	see wha	t properties would	go up for auction
						go up tot unonett
Action Request	ed/	approv	al			
Recommendati	on:					
Attachments to						
	ot:					
Support Reque	St.					

NAME	MAP/LOT ACCOUN	IT ADDRESS	USE	SIZE VALUE	OWES	AFTER AGENDA
CHAPMAN WILLIAM / HOLLY CHARRETTE DAVID / MARY	18/27A C5025R 52020J31 C9311R	TENNY HILL 20 COUNTY RD	LAND	7.97 \$49,300.0	0 \$1,725.51	. NO REPLY FROM BANK PAID
CONLEY ROBERT / DONNA	15/79 C1580R	8 CRAGGY KNOLL RD	НОМЕ	43560 \$123,000.0		MADE PAYMENT PLAN
CUNNINGHAM RICHARD HUGO MIKE	10/124 C2370R 3 LOTS	367 WEBBS MILLS RD DEEP COVE RD	HOME	4.4 \$153,800.0	0 \$3,917.87	NO PAYMENT FROM BANK BANKRUPTCY
LEWIS JAMES / DANIEL LIBBY SCOTT	21/2 L0880R 41/35 S0610R	NOTCHED POND RD 54 BOULDER RD	LAND HOME	19602 \$22,300.00 6534 \$126,800.00	. ,	LAST YEARS NO REPLY FROM SCOTT
SQUARE J PROPERTIES	53/32 S0006	HARMOND RD	LAND	1.3 \$39,100.00		LAST YEARS
STEIMLASK CASSIE THOMPSON/ DAVID	8/106B G9270R 16/2A T0397R	NICHOLS DR 9 PEPPERCORN WAY	LAND HOME	7.56 \$50,600.00 2.1 \$74,200.00	. ,	PAID PAYMENT PLAN

Quit Claim Deeds

Board of Selectmen – Agenda Item Request Form

401 Webbs Mills Road Raymond, Maine 04071 207-655-4742 fax 207-655-3024 sue.look@raymondmaine.org

Requested Meeting Date:		6/21/2016	6/8/2016			
Requested by:	Sue	Carr - Tax Collector				
Address:						
e-mail: Phone #:						
	<u>C</u>	Category of Business (please check one):			
☐ Information Only		Public Hearing	Report	Action Item		
Other - Describe:						
Agenda Item Subjed Agenda Item Summ	Agenda Item Subject: Quit Claims					
		Dawley, Steimlosk, St	illes			
Action Requested/ Recommendation:	арр	roval and signatures				
Attachments to Support Request:						



Suzanne Carr, Tax Collector Town of Raymond 401 Webbs Mills Rd Raymond Me 04071

207-655-4742 x122 Fax: 655-3024

June 21,2016

Steimlosk Cassie property located on Nichols Dr. Owed \$2,108.09 and paid \$2,108.09. She now has a zero balance. She paid all back taxes and all of this year's taxes also.

Stiles Keith and Valerie property located on 40 Tommahawk Trail. They made monthly payments and paid off their balance. They now have a zero balance. They paid all back taxes and this year's taxes also.

Brandt Max and Jean property located on North Raymond Rd. Owed They made monthly payment and also sold the property and paid the remainder tax amount of \$11,355.55. They now have a zero balance. They paid all back taxes and this year's taxes also. Dawley Henry and Kathryn is the same property they were the owners (owner finance) they put property back in their name and made the payments to make sure it was going to get paid.

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to STEIMLOSK CASSIE L. in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 8, Lot 106B

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map <u>8</u>, Lot <u>106B</u>, in the name of <u>STEIMLOSK CASSIE L.</u> and recorded in said Registry of Deeds.

BK 31729

PG 144

BK 32517

PG 158

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by JOSEPH BRUNO, TERESA SADAK, SAMUEL GIFFORD, ROLF OLSEN, AND LAWRENCE TAYLOR, thereto duly authorized, this <u>21</u> day of <u>JUNE</u>, <u>2016</u>.

	THE INHABITANTS OF THE TOWN OF RAYMOND					
Witness to All	By: JOSEPH BRUNO, Selectman					
	TERESA SADAK, Selectman					
	SAMUEL GIFFORD, Selectman					
	ROLF OLSEN, Selectman					
	LAWRENCE TAYLOR, Selectman					

STATE OF MAINE CUMBERLAND, SS.

Personally appeared the aforesaid Selectmen, known to me, this <u>21</u> day of <u>JUNE, 2016</u> and acknowledged before me the foregoing instrument to be their free act and deed in their said capacity.

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to STILES VALERIE S. in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map 52, Lot 70

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 52, Lot 70, in the name of STILES KEITH L, STILES VALERIE S. and recorded in said Registry of Deeds.

BK 26335	PG 180	BK 27261	PG 219	BK 27989	PG 188
BK 29838	PG 186	BK 30940	PG 94	BK 31729	PG 150
BK 32517	PG 161	DIX 30340	10 34	DK 31729	FG 150

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by JOSEPH BRUNO, TERESA SADAK, SAMUEL GIFFORD, ROLF OLSEN, AND LAWRENCE TAYLOR, thereto duly authorized, this <u>21</u> day of <u>JUNE</u>, <u>2016</u>.

HE INHABITANTS OF THE TOWN OF RAYMOND
By: JOSEPH BRUNO, Selectman
TERESA SADAK, Selectman
SAMUEL GIFFORD, Selectman
ROLF OLSEN, Selectman
LAWRENCE TAYLOR, Selectman
ectmen, known to me, this <u>21</u> day of <u>JUNE, 2016</u> and trument to be their free act and deed in their said

Notary Public

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to BRANDT JEAN in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine, being all and the same premises described at Map_16, Lot 61

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 16, Lot 61, in the name of BRANDT MAX, BRANDT JEAN and recorded in said Registry of Deeds.

BK 24372	PG 125	BK 25536	PG 253	BK 26335	PG 308
BK 27261	PG 204	BK 27989	PG 139	BK 28887	PG 3
BK 29837	PG 328	BK 30940	PG 211		

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by JOSEPH BRUNO, TERESA SADAK, SAMUEL GIFFORD, ROLF OLSEN, AND LAWRENCE TAYLOR, thereto duly authorized, this <u>21</u> day of <u>JUNE</u>, <u>2016</u>.

	THE INHABITANTS OF THE TOWN OF RAYMOND		
Witness to All	Ву: , _	JOSEPH BRUNO, Selectman	
	,	TERESA SADAK, Selectman	
		SAMUEL GIFFORD, Selectman	
	2.	ROLF OLSEN, Selectman	
	2 *	LAWRENCE TAYLOR, Selectman	
STATE OF MAINE CUMBERLAND, SS.			
Personally appeared the aforesa acknowledged before me the forego capacity.	aid Selectm oing instrun	en, known to me, this <u>21</u> day of <u>JUNE, 2016</u> and nent to be their free act and deed in their said	
		Notary Public	

THE INHABITANTS OF THE TOWN OF RAYMOND, a body politic located at Raymond, County of Cumberland and State of Maine, for consideration paid, releases to DAWLEY, HENRY T.-PARTY IN POS, DAWLEY, M. KATHRYN-PARTY IN in said County and State, a certain parcel of land situated in the Town of Raymond, County of Cumberland and State of Maine,

being all and the same premises described at Map 16, Lot 61

The purpose of this conveyance is to release any interest which this grantor may have in and to the above premises by virtue of a lien filed for nonpayment of taxes on said parcel of land with particular reference being made to a lien filed against Map 16, Lot 61, in the name of DAWLEY, HENRY T.-PARTY IN POS, DAWLEY, M. KATHRYN-PARTY IN and recorded in said Registry of Deeds.

BK 31729 PG 42 BK 32517 PG 16

IN WITNESS WHEREOF, the said INHABITANTS OF THE TOWN OF RAYMOND have caused this instrument to be sealed with its corporate seal and signed in its corporate name by JOSEPH BRUNO, TERESA SADAK, SAMUEL GIFFORD, ROLF OLSEN, AND LAWRENCE TAYLOR, thereto duly authorized, this 21 day of JUNE, 2016.

	THE INHABITANTS OF THE TOWN OF RAYMOND
Witness to All	By: JOSEPH BRUNO, Selectman
	TERESA SADAK, Selectman
	SAMUEL GIFFORD, Selectman
	ROLF OLSEN, Selectman
	LAWRENCE TAYLOR, Selectman
STATE OF MAINE CUMBERLAND, SS.	
Personally appeared the a acknowledged before me the capacity.	aforesaid Selectmen, known to me, this <u>21</u> day of <u>JUNE, 2016</u> and foregoing instrument to be their free act and deed in their said
a	Notary Public

Fee Schedule

TOWN OF RAYMOND 2016-2017 FEE SCHEDULE Approved June 21, 2016

Animal Control Fees:

Description		Fee
	1 st violation	\$50 plus all associated court fees
Dogs at Large	2 nd violation	Not less than \$100 plus all associated court fees
	3 rd violation	Not less than \$100 plus all associated court fees
	1 st violation	\$50
Canine Waste Infraction	2 nd violation	\$75
	3 rd violation	Not less than \$100, but not more than \$500
Animal at Large		\$50
Animal on Beach, Park or Cemetery		\$50
Animal Left in Car Unattended		\$50
Barking Dog Violation		\$50
Unlicensed Dog Violation		\$30 plus licensing fee
Board for Animals Picked up by ACO		\$25 per day
	1st impoundment	\$30
Impound fees	2 nd impoundment	\$40
	3 rd and subsequent	\$50
Transportation Fee Outside of Town Limits		\$25 per trip

Cemetery Prices:

Description	Fee
Resident – 1 plot (includes perpetual care)	\$400
Non-Resident – 1 plot (includes perpetual care)	\$1,000
Plot Opening – Cremation	\$200
Plot Opening – Vault/Casket	\$600
Violating any provisions of the Cemetery Ordinance. Each day a violation occurs shall be deemed a separate offense.	Not less than \$100 and not more than \$2,500, plus attorney fees & costs

Zoning Board of Appeals Fees:

ı	Description	Fee
ZDA Application	Residential	\$75
ZBA Application	Commercial	\$235
ZBA Escrow Fees		\$1,500 plus additional fees for completion of professional reviews if necessary based on consultant hourly rate

2016-2017 Raymond Fee Schedule

Code Enforcement:

	Description		Fee
	New Construction or	Finished Area	\$.30 per square foot
	additions	Unfinished Area	\$.25 per square foot
	Commercial/Industrial	Commercial/Industrial	
	Minimum Permit Fee		\$25
Building Permits		Up to \$500	\$25
building Fermits		\$501 to \$1,000	\$25
	Alterations or Renovations	\$1,001 to \$5,000	\$40
	Alterations of Neriovations	\$5,001 to \$10,000	\$55
		\$10,001 and up	\$55 plus \$8 per thousand or fraction thereof
	Chimneys/Antennas		\$25
	Moving (within town)		\$25
	Moving (into town)		\$.25/\$.30 per square foot
	Demolitions		\$25
Separate Permit Fees		Up to 6 square feet	\$25
Separate Fermit Fees	Signs – Business or Commercial	Over 6 square feet	\$25 plus \$.15 per square foot over 6 square feet
	Swimming Dools	In Ground	\$30
	Swimming Pools	Above Ground	\$25
	Docks – Permanent or Sea	Docks – Permanent or Seasonal	
	Pre-inspection Fee	Pre-inspection Fee	
	Re-inspection Fee		\$25 per visit
		Initial Fee	\$250
	Subsurface Complete	- Plus Town Fee	\$25
	Systems – Non- engineered	- Plus State Water Quality Surcharge	\$15
		- Plus State Variance	\$20
	Primitive Disposal System	Primitive Disposal System (includes alternative toilet)	
Plumbing Fees	Engineered Systems		\$200 plus \$25 Town Fee
J		Treatment Tank	\$80 plus \$25 Town Fee
		Holding Tank	\$100 plus \$25 Town Fee
		Alternative Toilet	\$50 plus \$25 Town Fee
	System Components (installed separately)	Disposal Area	\$150 plus \$25 Town Fee plus \$15 State Water Quality Surcharge
		Engineered Disposal Area	\$150 plus \$25 Town Fee
		Separated Laundry Disposal System	\$35 plus \$25 Town Fee

Description			Fee
		Seasonal Conversion Permit	\$50 plus \$25 Town Fee
Internal Plumbing Fees	Per State schedule	Plumbing fixtures include back-flow devices	\$10 per fixture plus \$25 Town Fee \$40 minimum plus \$25 Town Fee
	Any new outside or inside added area of volume	y new outside or inside construction that results in ded area of volume	
Penalties	Any alterations or renovations having a completed value of \$2,000 or more if started without a permit		Double permit fee
	Re-inspections		\$25 per visit
	Temporary Service	Residential	\$25
		Commercial	\$40
	Permanent Overhead Service	Residential	\$27
Electrical Permits		Commercial	R45
Electrical Permits	Permanent Underground	Residential	\$40
	Service	Commercial	\$65
	New Construction,	Residential	\$0.05
	Renovations, Additions (cost per square foot)	Commercial	\$0.10
HVAC Permit	Based on Construction & Equipment Costs		\$20 for 1st \$1,000 of cost, plus \$5 for each additional \$1,000 of cost

Miscellaneous Code Enforcement Fees:

Description		Fee
Campsite (personal)		\$25 annually
Campgrounds		\$75 annually
	With Renovations	\$25
Change of Use	Without Renovations	\$.30 per square foot or \$25 minimum
Driveway/Entrance		\$25
Tree Removal Shoreland Zone Permit Application \$25		\$25
Road Opening		\$75 plus \$1.50 per square foot
Road Name Change		\$75
Recording, Indexing, and Preserving Plans		\$15
Re-inspection Fee		\$25 each visit
Additional Inspections per MUBEC		\$25 per visit

Waste Fees:

Description	Fee
Tag for extra curbside household trash	\$1 each
Bulky Waste	Pay at the gate

Planning Board Fees:

Description			Fees
Planning Board Pre-application Conference			\$75
	Staff	Projects up to 10,000 square feet	\$75
Site Plan Review Application	Minor	Projects less than 10,000 square feet	\$100
	Major	Projects 10,000 square feet or greater	\$250
	Staff	Projects up to 10,000 square feet	\$625
Staff Site Plan Review Escrow	Minor	Projects less than 20,000 square feet	\$725
	Major	Projects 20,000 square feet or greater	\$1,000
Preliminary Subdivision Review		\$625 plus \$200 per lot/unit greater than 4	
Final Subdivision Review			\$475 plus \$100 per lot/unit greater than 4
Minor Subdivision Review			\$475
Planning Board Escrow Fees for Subdivision Review			\$1,000, plus additional fees for completion of professional reviews if necessary based on consultant hourly rate
Planning Board/ZBA Abutters Notices		\$8 each notice	
Planning Board/ZBA Newspaper Legal Notices		\$150 per Ad (2 minimum)	

Fire Department:

Description		Fee
Fire Report Request		\$25
Patient's Treatment Record		\$5 for 1 st page & \$.45 for each additional, not to exceed \$250
Fire Permit		Free at Fire Department
	Less than 10,000 square feet or 100,000 cubic feet	\$70
Inspection of New Construction	More than 10,000 square feet or 100,000 cubic feet	\$90
Inspection of Existing Construction	Less than 10,000 square feet or 100,000 cubic feet	\$40

Description		Fee
	More than 10,000 square feet or 100,000 cubic feet	\$60
	Less than 10,000 square feet (regardless of existing size)	\$20
Inspection of Additions/Alterations	More than 10,000 square feet or 100,000 cubic feet	Required to use the fee schedule for new construction more than 10,000 square feet
Review of Subdivisions		\$60
Review of Each House in Subdivision after Completion		\$15
Inspection of Public Shows/Events		\$10
Annual/bi-annual Inspections of Campgrounds, Schools, Summer Camps, Liquor Licenses		Free
Bi-annual Inspection of Businesses, Churches, Town Buildings		Free
Re-inspection for Violations		\$10 per inspection

Office Charges:

Description		Fee
Cradit Card Charge For	Up to \$40	\$1.00 to PayPort
Credit Card Charge Fee	Over \$40	2.5% to PayPort
DVD Copy	'	\$5.00
Freedom of Information Request	Research	\$15/hr after first hour
Freedom of Information Copies		\$.15 per side
Photo Copies of Property Cards		\$.50 per side
Photo Copy of Reduced Town Ma	ар <mark>11" X 17"</mark>	\$1.50
Dhoto Convert Dood	1 st Page	\$1.50
Photo Copy of Deed	Subsequent Pages	\$.50 each
Photo Copies – General		\$.50 per side
Fax	Per Page Sent	\$2.50 <mark>(\$25 maximum fee)</mark>
rax	Per Page Received	\$1.00 (\$25 maximum fee)
Labels	Research	\$10.00 per hour
Labels	Preparation	\$.10 per label
	8.5" X 11"	\$2.50
	11" X 17"	\$5.00
Mari Oalarrad	18" X 24"	<mark>\$2.00</mark>
Map – Colored	36" X 24"	<mark>\$2.50</mark>
	Copy a Set of Plans	\$10.00
	Complete Set of Tax Maps	\$100.00
	Per Notary Signature	\$2.50
Notary Public (free for residents)	For Complex Court Documents or Real Estate Closing Documents	\$25.00
Tax Lien/Discharge Research		\$20.00/hour after the 1st hour

Printed List Fees:

Description		Fee
Absentee Voter List	Paper	\$1 for 1 st page and \$.25 for each subsequent page
	CD	Free
	Paper	\$1 for 1 st page and \$.25 for each subsequent page
Voter List	Mailing Labels	\$1 for 1 st page and \$.75 for each subsequent page
	CD	\$22
Dog Licensing List	Paper	\$30
	Electronic	\$20
	Paper	\$500
Taxpayer List	Electronic	\$65
	On Website	Free

Registry Recording Fees:

Description	Fee
First Page	\$22
All Other Pages	\$2 per page

Town Clerk's Office Fees:

Description		Fee
Burial Permits	Vault/Casket	\$20
	Altered	\$6
Day Linemains	Unaltered	\$11
Dog Licensing	Kennels (10 dogs per license)	\$42
	Late Fee (after February 1st)	\$25 plus licensing fee
	Birth Certificate Copy	\$15 for 1 st and \$6 for each other on same day
	Death Certificate Copy	\$15 for 1 st and \$6 for each other on same day
Vital Records	Marriage Certificate Copy	\$15 for 1 st and \$6 for each other on same day
That I tooordo	Marriage License	\$20 per person (\$40 total)
	Non-Certified Copy of Birth, Death or Marriage	\$5
	Research	\$10 per hour after 1 st hour
	Copying – 8.5" X 11" (prior to 1892)	\$.50

2016-2017 Raymond Fee Schedule

Description		Fee
	Copying – 11" X 17" (prior to 1892)	\$1
Bounced Checks		\$25
	Billiard, Pool, Bowling Alleys	\$50
	Cable TV Franchise	2.5% through Time Warner
	Business License	\$10 <mark>\$25</mark>
Permits/Businesses	Explosives – keeping/transporting	\$50
	Public Exhibitions	\$50 plus \$1 per person plus legal advertisement
	Special Amusement Permit	\$50 plus legal advertisement
Peddler's Permit Lunch Wegen	Non-Resident Annually	\$500
Peddler's Permit – Lunch Wagon	Resident Annually	\$250

Liquor Licenses:

Description	Fee
Application	\$10
Advertising with Public Hearing Application	\$100
Temporary Liquor License Application (catering)	\$10

Tassel Top Park:

Desc	ription	Fee
Car Season Pass	Limited to 4 people, additional passengers will be charged the individual fee	\$80
	Children (10 and under)	\$2
General Admission	Adults (11 to 64)	\$5
	Seniors (65 and over with verification)	\$3
	Per Day – up to 4 people	\$150 plus security deposit and lodging tax
	Per Day – up to 8 people	\$250 plus security deposit and lodging tax
Cabin Rental	Per Day – over 8 people	\$250 plus \$25 for each person over
(guests pay current daily entrance fees)	(overnight accommodates up to 8 people)	8, plus security deposit and lodging tax
,	Per Week – July to August	\$950 plus security deposit and lodging tax
	Per Week – after Labor Day and before Memorial Day	\$850 plus security deposit and lodging tax
Poet Meering	Per Day	\$5.28
Boat Mooring	Per Week	\$31.65

Descr	iption	Fee
	Up to 50 People	\$500 per day plus security deposit and taxes
	Up to 75 People	\$750 per day plus security deposit and taxes
Daily Function Fees	Up to 100 People	\$1,000 per day plus security deposit and taxes
	Up to 125 People	\$1,250 per day plus security deposit and taxes
	Up to 150 People	\$1,500 per day plus security deposit and taxes

The above fees were approved on June 21, 20	16, by the Board of Selectmen:
Joseph Bruno	Lawrence Taylor
Teresa Sadak	Samuel Gifford
Rolf Olsen	_

Committee Appointments



Board of Selectmen 401 Webbs Mills Road Raymond, Maine 04071

Appointment by Municipal Officers of Committee Members

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm the following committee members for the term listed below:

Committee	Term	Expiration	First Name	Last Name	Street
BEAUTIFICATION COMMITTEE	1	06/30/2017	Shirley	Bloom	26 Sebago Rd
BEAUTIFICATION COMMITTEE	1	06/30/2017	Stephanie	Bubier	Quaker Ridge Road
BEAUTIFICATION COMMITTEE	1	06/30/2017	Mitzi	Burby	64 Spiller Hill Rd
BEAUTIFICATION COMMITTEE	1	06/30/2017	Sharon	Dodson	PO Box 577
BEAUTIFICATION COMMITTEE	1	06/30/2017	Fran	Gagne	68 Whittemore Cove Rd
BEAUTIFICATION COMMITTEE	1	06/30/2017	Elissa	Gifford	PO Box 357
BEAUTIFICATION COMMITTEE	1	06/30/2017	Elaine	Keith	72 Quarry Cove Rd
BEAUTIFICATION COMMITTEE	1	06/30/2017	Christine	McClellan	PO Box 406
BEAUTIFICATION COMMITTEE	1	06/30/2017	Mike	McClellan	27 Pismire Mountain Rd
BEAUTIFICATION COMMITTEE	1	06/30/2017	Mary	McIntire	31 Egypt Road
BEAUTIFICATION COMMITTEE	1	06/30/2017	Jan	Miller	59 Hancock Rd
BOARD OF ASSESSMENT REVIEW	3	06/30/2019	Holly	Mitchell	49 Tenney Hill Rd
BOARD OF ASSESSMENT REVIEW	3	06/30/2019	Mary Jane	Wells	148 Spiller Hill Rd
CEMETERY COMMITTEE	1	06/30/2017	Linda	Alexander	1 Pine Lane
CEMETERY COMMITTEE	1	06/30/2017	Wayne	Gelston	46 Ledge Hill Rd
CEMETERY COMMITTEE	1	06/30/2017	Dick	Sanborn	74 N. Raymond Rd
CEMETERY COMMITTEE	1	06/30/2017	Elaine	Walston	74 Mountain Rd
CEMETERY COMMITTEE	1	06/30/2017	Dale	Woodman	74 Mountain Rd
CONSERVATION COMMISSION	1	06/30/2017	Bill	Fraser	1 Justin Lynn Drive
CONSERVATION COMMISSION	1	06/30/2017	Russ	Hutchinson	363 N. Raymond Rd
CONSERVATION COMMISSION	1	06/30/2017	John	Rand	20 Dryad Woods Rd
CONSERVATION COMMISSION	1	06/30/2017	Jim	Ross	22 Meadow Way

Committee	Term	Expiration	First Name	Last Name	Street
CONSERVATION COMMISSION	1	06/30/2017	Kimberly	Rowe	112 Mountain Rd
CONSERVATION COMMISSION	1	06/30/2017	Ben	Severn	4 Emery Lane
CONSERVATION COMMISSION	1	06/30/2017	Leah	Stetson	317 Raymond Hill Rd
CONSERVATION COMMISSION	1	06/30/2017	Marlee	Turner	31 Big Pine Rd
PLANNING BOARD	3	06/30/2019	Robert	O'Neill	67 Spring Valley Road
PLANNING BOARD	3	06/30/2019	William	Priest	21 Hemlock Lane
TECHNOLOGY COMMITTEE	1	06/30/2017	Shaun	Dudley	12 Whitney Way
TECHNOLOGY COMMITTEE	1	06/30/2017	Laurie	Forbes	17 Webbs Mills Rd
TECHNOLOGY COMMITTEE	1	06/30/2017	Tom	Golebiewski	25 Shaker Woods Rd
TECHNOLOGY COMMITTEE	1	06/30/2017	John	Hanley	221 Valley Rd
TECHNOLOGY COMMITTEE	1	06/30/2017	Elisa	Trepanier	5 Salmon Run
TECHNOLOGY COMMITTEE	1	06/30/2017	Kevin	Woodbrey	20 Egypt Rd
VETERANS MEMORIAL PARK COMMITTEE	1	06/30/2017	David	McIntire	31 Egypt Rd
VETERANS MEMORIAL PARK COMMITTEE	1	06/30/2017	Eleanor	Thompson	10 Levy Lane
ZONING BOARD OF APPEALS	3	06/30/2019	Lawrence	Murch	460 Webbs Mills Rd

Given under our hands on the 21st day of June, 2016.

Joe Bruno	
Lawrence A Taylor	
Teresa Sadak	
Samuel Gifford	
Rolf Olsen	

Staff Appointments



Board of Selectmen 401 Webbs Mills Road Raymond, Maine 04071

Appointment by Municipal Officers of Municipal Staff

Pursuant to M.R.S.A. 30-A §2601, the undersigned municipal officers of the Town of Raymond do hereby vote to appoint and confirm the following municipal staff for a 1 year term:

Title	Position	First Name	Last Name	Street	City, State, Zip
Animal Control Officer	Assistant	Linda	Alexander	1 Pine Lane	Raymond, ME 04071
Animal Control Officer	Assistant	Lynne	Fracassi	22 Maple St	Casco, ME 04015
Animal Control Officer		Jessica	Jackson	47 Meadow Road	Casco, ME 04015
Assessor		Curt	Lebel	401 Webbs Mills Rd	Raymond, ME 04071
Code Enforcement Officer	Assistant	Nick	Adams	1231 Maine St	Poland, ME 04274
Code Enforcement Officer		Chris	Hanson	401 Webbs Mills Rd	Raymond, ME 04071
Code Enforcement Officer	Assistant	Alex	Sirois	PO Box 601	Casco, ME 04015
Constable		Nathan	White	30 Spiller Hill Rd	Raymond, ME 04071
Emergency Management Director		Bruce	Tupper	1443 Roosevelt Trail	Raymond, ME 04071
Fire Chief		Bruce	Tupper	P O Box 601	Raymond, ME 04071
Forest Warden		Bruce	Tupper	PO Box 601	Raymond, ME 04071
Health Officer		Cathy	Gosselin	PO Box 318	Raymond, ME 04071
Network Administrator		Kevin	Woodbrey	20 Egypt Rd	Raymond, ME 04071
Planner		Jim	Seymour	Sebago Technics	Gorham, ME 04038
Public Works Director		Nathan	White	PO Box 616	Raymond, ME 04071
Rescue Captain		Cathy	Gosselin	PO Box 318	Raymond, ME 04071
Road Commissioner		Nathan	White	30 Spiller Hill Rd	Raymond, ME 04071
Tassel Top Head Ranger		Sue	LaMarre	4 Shaw Rd	Raymond, ME 04071
Town Manager		Donald	Willard	401 Webbs Mills Rd	Raymond, ME 04071
Finance Director		Nancy	Yates	401 Webbs Mills Rd	Raymond, ME 04071
General Assistance Director		Alice	Hamilton	401 Webbs Mills Rd	Raymond, ME 04071
Harbor Master		Donald	Willard	401 Webbs Mills Rd	Raymond, ME 04071
Tax Collector		Donald	Willard	401 Webbs Mills Rd	Raymond, ME 04071
Town Clerk		Sue	Look	401 Webbs Mills Rd	Raymond, ME 04071
Treasurer		Nancy	Yates	401 Webbs Mills Rd	Raymond, ME 04071
Weights & Measures – Director		Gregory	Joy	598 Bald Hill Rd	New Gloucester, ME 04260

Given under our hands on the 21 st day of June, 2016.		
Joe Bruno	Samuel Gifford	
Lawrence A Taylor	Teresa Sadak	
Rolf Olsen		

Changing Summer Hours

Full Time Town Office Hours - 2016

<u>.</u>	B. G		Weekday	Late to	Catalania ii
Cty	Municipality	Population	Closed	Late Hours	Saturday Hours
CUM	Portland	66,194	NO	NO	NO
	Lewiston	36,592	NO	NO	NO
-	South Portland	25,002	NO	Thu until 6:30pm	NO
	Auburn	23,055	NO	NO	NO
	Brunswick	20,278	NO	NO	NO
	Scarborough	18,919	NO	Wed until 6:30pm	NO
	Westbrook	17,494	NO	NO	NO NO
-	Windham Gorham	17,001	NO Fri half day	NO	NO NO
	Falmouth	16,381 11.185	Fri half day Fri	Thu until 6:30pm NO	NO NO
	Standish	9,874	Fri	NO NO	NO NO
	Cape Elizabeth	9,015	NO	Mon until 5pm (all others 4pm)	NO
	Lisbon	9,009	Fri	NO	NO
	Yarmouth	8,349	Fri half day	Wed & Thu open hour later & until 6pm	NO NO
-	Freeport	7,879	Fri	Open Mon-Thu until 6pm	NO
CUM		7,761	Fri half day	Thu until 6:30pm	NO
CUM	Cumberland	7,211	Fri	Thu until 6pm	NO
OXF	Rumford	5,841	NO	NO	NO
	Turner	5,734	NO	Mon until 6:30pm	NO
CUM	New Gloucester	5,542	Fri half day	Mon until 7pm	NO
AND	Poland	5,376	NO	Mon until 7pm	NO
	Bridgton	5,210	NO	NO	NO
-	Paris	5,183	NO	NO	NO
	Norway	5,014	NO	NO	NO
-	Sabattus	4,876	Fri half day	Tue until 6pm & half day on Fri	NO
	Harpswell	4,740	NO	Thu open 1pm to 6:30pm	NO NO
	Raymond	4,436	Mon NO	Tue until 7pm	Memorial to Labor 8:30am to 12pm
	Greene Oxford	4,350 4,110	NO	Mon 8am to 8pm Thu open 2 hours later & until 7pm	NO NO
_	Naples	3,872	Mon half day	NO	NO NO
-	Durham	3,848	Wed	Thu open 2 hours later & until 6:30pm	NO NO
_	Casco	3,742	NO	Tue open 2.5 hours later & until 7pm	NO
-	North Yarmouth	3,565	Fri	Mon until 6pm	NO
_	Fryeburg	3,449	NO	Thu open 12pm to 6:30pm	NO
	Livermore Falls	3,187	NO	NO .	NO
AND	Mechanic Falls	3,031	Fri half day	NO	NO
CUM	Harrison	2,730	NO	NO	NO
OXF	Mexico	2,681	Mon	NO	NO
OXF	Bethel	2,607	NO	NO	NO
_	Minot	2,607	Fri half day	Thu open 2 hours later & until 6pm	NO
	Dixifield	2,550	NO	NO	NO
_	Leeds	2,326	Fri half day	Wed open regular day & then 7pm to 9pm	NO
	Livermore	2,095	Wed	Mon & Thu until 6pm	NO
-	Buckfield West Paris	2,009	Mon Fri half day	Tue until 8pm (open daily at 9am)	NO NO
	West Paris Otisfield	1,812	Fri half day	Thu open 2 hours late & until 6pm Tue only 4pm to 7pm	NO NO
	Sebago	1,770 1,719	Wed Mon	Tue only 4pm to 7pm Tue open 2 hours later & until 7pm	NO NO
	Hiram	1,719	Fri half day	The open 2 hours later & until 7pm	NO NO
	Wales	1,626	Fri	Mon & Wed 10am to 2pm, Tue & Thu 3pm to 7pm	Last Sat of Month 9am to 12pm
	Brownfield	1,597	Mon	NO	1st & last 8am to 11am
	Waterford	1,553	NO	NO	NO
	Peru	1,541	Wed	Mon until 7:30pm	NO
	Baldwin	1,525	Mon half day	Tue open regular day & then 6:30pm to 8pm	Last Sat of Month 8am to 12pm
OXF	Porter	1,498	Mon	NO	1st 9am to 12pm
CUM	Pownal	1,474	Fri	Mon until 6:30pm	NO
OXF	Hebron	1,416	Wed	Thu open 3 hours later & until 6:30pm	NO
	Woodstock	1,277	NO	NO	NO
	Denmark	1,148	Mon	NO	NO
-	Lovell	1,140	NO	NO	9am to 11am
	Greenwood	830	Thu	Tue until 6pm	NO
_	Andover	821	Fri	Wed open late & until 6pm	NO NO
	Chebeague Island	341	Tue & Wed	NO Thu 2/20nm to 7/20nm	NO
	Long Island	230	Mon Wed Fri	Thu 3:30pm to 7:30pm	June Only 9am to 11:30am
CUM	Frye Island	5	Mon & Tue	NO	9am to 3pm

2015 Tuesday after 4pm and Saturday Statistics

Week of	Tuesday	Saturday	Notes
3/17	8		
3/24	29		
3/31	22		
4/7	21		
4/14	25		
4/21	26		
4/28	31		
5/5	24		
5/12	24		
5/19	13	33	
5/26	14	28	
6/2	15	29	
6/9	13	26	
6/16	13	17	
6/23	14	27	
6/30	20	closed	
7/7	17	14	no power from 8-11:30am
7/14	13	17	
7/21	7	17	
7/28	17	16	
8/4	6	13	
8/11	8	5	
8/18	12	20	
8/25	19	11	
9/1	12		
9/8	8		
9/15	11		
9/22	9		
9/29	16		

Electronic Town Office Sign



Neokraft Signs Inc. 686 Main Street Lewiston, Maine 04240 Telephone: 207.782.9654 Facsimile: 207.782.0009 1.800.339.2258 http://www.neokraft.com

Quotation HL022577

June 15, 2015

Town of Raymond Attention: Sue Look 401 Webbs Mills Road Raymond, ME 04071 Phone: 207-655-4742 Fax: 207-655-3024

RE: Town Identification Sign and Structure

Fabricate and install (1) 3' x 7'-10" single-face, internally illuminated sign with SG acrylic face and applied high performance vinyl lettering and details, with aluminum roof painted black, header painted gray, and recessed background painted blue with white vinyl copy. Sign is supported by (2) 5" square steel posts set in concrete and painted to match roof detail.

 Sign
 \$7,432.00

 Installation
 1,700.00

 Total
 \$9,132.00 + Permits

OPTIONS FOR ELECTRONIC DISPLAY

A. Hyperion Plus 20mm 64x96 matrix (6,144 pixels), 4'-2" x 6'-4" active area, full color LED display. Sign includes software, WiFi communications, temp probe, dimming feature, laptop, training, and 5-year manufacturer's parts warranty.

\$14,000.00

B. Hyperion Plus 16mm 60x120 matrix (7,200 pixels), 3'-2" x 6'-4" active area, full color LED display. Sign includes software, WiFi communications, temp probe, dimming feature, laptop, training, and 5-year manufacturer's parts warranty.

\$15,000.00

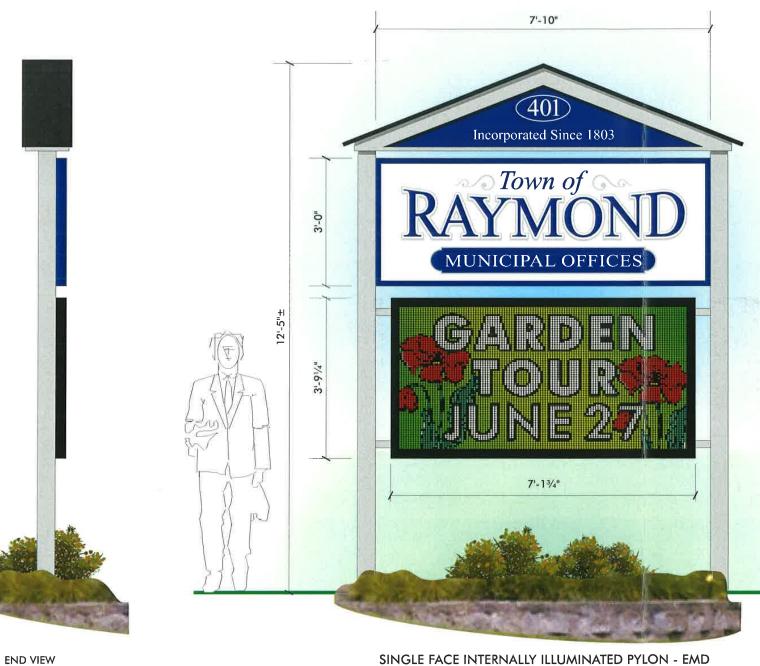
C. Think Sign 16mm 80x144 matrix (11,520 pixels) 4'-2" x 7-6 ½" active area, full color LED display. Sign includes software, WiFi communications, temp probe, brightness sensor, laptop, training, and 5-year manufacturer's parts warranty. Display bleeds to edges of cabinet.

\$16,800.00

TOTALS:

ID Sign and Option A \$23,132.00 + Permits
ID Sign and Option B \$24,132.00 + Permits
ID Sign and Option C \$25,932.00 + Permits

Custom Sign Fabrication



FABRICATED ALUMINUM ROOF, BLACK, ALUMINUM HEADER PAINTED GRAY (PMS 421), RECESSED BACKGROUND PAINTED BLUE (MATCH COBALT BLUE VINYL 230-157), WHITE VINYL ADDRESS, ETC.

ALUMINUM CABINET PAINTED BLUE, WHITE 'LED' ILLUM., WHITE ACRYLIC FACE COBALT BLUE TRANSL. VINYL WITH SILVER METALLIC TRANSL. VINYL ACCENTS, BLUE FIELD WITH KNOCK-OUT WHITE TEXT,

5" SQ. POSTS SET IN CONCRETE

16mm 64x128 RGB LED 'HYPERION' ELECTRONIC DISPLAY,

EXISTING ELECTRICAL



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Custom Sign Fabrication

These plans are the exclusive property of Neokraft Signs, Inc. and are the result of the original work of its employees. They are submitted to Neokraft's client for the sole purpose of consideration of whether to purchase these plans or to purchase from Neokraft a sign manufactured according to these plans.

Distribution or exhibition of these plans to anyone other than employees of said client, or use of these plans to construct a sign similar to the one embodied herein, is expressly forbidden. In the event that such exhibition or construction occurs, Neokraft expects to be reimbursed \$1500 in compensation for time and effort entailed in creating these plans.

Town of Raymond HL022577

SCHEME B 401 Webbs Mills Road Location: Raymond, Maine Drawing No.: 1 of 2 Drawn by: Rep.: RS 06.16.2015 Date: Lead No.: HL022577 Gen Ref.:

SINGLE FACE INTERNALLY ILLUMINATED PYLON - EMD

SCALE: 1/2"=1'-0"

(1) REQUIRED



EXISTING CONDITION



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Town of Raymond HL022577

S C H E M E B

Location:	401 We	401 Webbs Mills Road				
	Raymon	d, Maine				
Drawing No	.: 2 of 2					
Drawn by:	вк	Rep.: RS				
Date:	06.16.2	015				
Lead No.:	HL0225	77				
Gen Ref.:						